

Workplace Bullying

Policy:

It is the policy of the Adjutant General's Department to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Comment:

- (1) The Adjutant General considers workplace bullying unacceptable and will not tolerate it under any circumstances. The Agency's policy is "Zero Tolerance."
- (2) Workplace bullying is repeated behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and moral and create legal risks.
- (3) All Employees are entitled to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.
- (4) Any reports of workplace bullying will be treated seriously and addressed promptly, confidentially and impartially.
- (5) All Employees are encouraged to report workplace bullying. Managers and supervisors must ensure employees who file complaints, or witnesses, are not victimized.
- (6) Disciplinary action will be taken against anyone who bullies a fellow employee. Disciplinary actions may involve verbal, written counseling's, suspension from work without pay and even termination depending upon the circumstances.
- (7) Questions regarding the violations or the Workplace Bullying Policy should be brought to Human Resources at (785) 274-1460.